



JOB DESCRIPTION: RECREATION MONITOR - MAINTENANCE

JOB TITLE: Recreation Monitor – Maintenance
DEPARTMENT: Public Services-Recreation Division
PAY GRADE: 26 - Part-Time
EXEMPT: N
FULL-TIME: N

Date Created: 10/01/2010
Last Updated: 10/19/2010

JOB SUMMARY:

Under the direction of the Recreation Programmer, assists with the day-to-day cleaning, maintenance and small repairs at the Recreation Center while providing excellent customer service.

ESSENTIAL JOB FUNCTIONS:

- Available for training during December 2010 and January 2011. Regular scheduled hours will be established when Recreation Center opens to the public.
- Perform as a responsible steward of the public trust and strive for excellence in public service, enhancing the quality of life for all.
- Act in a civil, respectful manner at all times to management, co-workers and others.
- Communicate effectively and courteously with patrons and staff about all areas.
- Present a neat and professional appearance and demeanor at all times when representing the City.
- Assist with planning and implementation of recreation activities, special events and rentals.
- Monitor building and enforce City and Department policy, ordinance, rules and procedures.
- Accurate completion of required paperwork and documentation.
- Request supplies as needed, maintain inventory, follow-up on orders.
- Keep equipment safe, orderly and in sanitary condition.
- Report needed repairs and maintain equipment to assure efficient operation.
- Administer CPR and First Aid, if needed.
- Drive City vehicles, including busses, for recreation activities.
- Perform janitorial and other physical duties as required.
- Must be able to work flexible schedules, including early mornings, evenings and weekends.
- Other duties as may be assigned.
- Inspect and evaluate the physical condition of facilities.
- Wash and dry workout towels using onsite washer and dryer.
- Keep all rooms and areas organized.
- Complete minor facility and equipment repairs and coordinate major repairs with supervisor.
- Clean all areas of the facility.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Previous facility maintenance experience preferred. Flexible and independent worker with high-energy, self-motivation, enthusiasm and service-oriented spirit. Willingness to assist all patrons and exhibit patience and caring for all abilities. Must be 18 years of age or older. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime or perform stand-by duties as needed. Ability to use all office machines such as personal computer (basic software MS Word/Excel), calculator, phone, and photocopier. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

High school diploma or equivalent. Valid Texas driver's license. Able to obtain American Red Cross or American Heart Association CPR and First Aid certifications within first 6 months of employment.

PHYSICAL STRENGTH REQUIRED:

MODERATE: Exerting up to 100 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

PHYSICAL ACTIVITIES REQUIRED:

Standing	Sitting	Walking	Lifting
Carrying	Pushing/Pulling	Reaching	Handling
Fine Dexterity	Kneeling	Crouching	Crawling
Bending	Twisting	Climbing	Balancing
Vision	Hearing	Talking	Foot Controls

HIPAA COMPLIANCE STATEMENT

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

PRIMARY WORK ENVIRONMENT: Indoors

SHIFT WORK: N

CALL-OUT: Occasionally